

**EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP)
CHILD CARE LEADER**

DEFINITION

Under supervision of the Site Coordinator/Assistant Site Coordinator/Senior Child Care Leader, to assist with the operation of a child care program; to plan, organize and conduct specific child care programs and activities; to provide supervision of the operations and give direction to Student Child Care Leaders; to direct and supervise school-age children in both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice, and program philosophy; and to do related work as required.

EXAMPLES OF DUTIES

Develop specific programs and activities and is responsible for conducting those programs; supervise Student Child Care Leaders and children; enforce District policies, procedures and regulations; open and/or close recreation facility; complete necessary reports relating to programs; maintain accurate records of programs, participation, staffing and inventory of equipment and supplies. Assist school-age children with homework; assist students in safe learning and recreational experiences; teach and supervise games, sports, and other activities; prepare and assist in the set up and preparation of activities for use with individual or small groups of children; supervise participants and ensure their safety; use positive reinforcement strategies and other techniques to assist children in the development of appropriate behavior; use good judgment regarding appropriate action to assist injured or physically ill participants. Assist with snacks and other meals as appropriate; clean serving area after meals. Maintain and assure a clean, safe, attractive and positive environment, perform light housekeeping duties; put games in order; remove damaged toys or materials; and other duties as needed. Greet parents when picking up or dropping off children; refer questions and concerns to Site Coordinator/Assistant Site Coordinator as necessary. Participate in workshops and training sessions as assigned; attend staff meetings as assigned. Work location may be a fixed site schedule or a flexible site schedule, dependent upon needs of the program.

QUALIFICATIONS

Knowledge of

Programs offered by Child Care Services; Child Care Services policies and procedures; child care programming; training and staff motivation techniques, skills and procedures; rules of various sports and games. Basic concepts of child growth and development and developmental behavior characteristics; student behavior management strategies and techniques; routine record keeping techniques; correct oral and written usage of English; basic math, reading and composition skills.

Ability to

Plan, coordinate and conduct child care programs and activities; direct Student Child Care Leaders; prepare accurate reports and maintain attendance records; establish and maintain cooperative working relationships; apply judgment,

discretion and initiative; express ideas in both written and verbal form; and understand and carry out oral and written instructions. Demonstrate an understanding, patient, and receptive attitude toward children; supervise, motivate, and manage children; organize and direct inside and outside activities. Implement the provided curriculum and instructional techniques.

Experience

One year work experience preferred, preferably with child care, day camp or related work.

Education

Pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST. Six Early Childhood Education units from an accredited college preferred.

Physical Performance Requirements

Standing or walking most of the time. Light lifting frequently involved including, but not limited to, lifting, pushing and/or pulling objects, normally not exceeding 30 pounds. Mobility to stand, stoop and bend the body; mobility to reach and carry; and dexterity of hands to grasp and manipulate small objects; hearing and speaking to exchange information; vision to monitor children.

Certificates

Possession of a current First Aid and CPR card preferred.

Licenses

Possession of a valid California Driver's License, if required.

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